



Assistant Director, Real Estate Assessment

Department: Real Estate Assessments

EEO Code: 21

Class Code: 1525

FLSA: E

Effective: 12/12/2004

GENERAL STATEMENT OF DUTIES:

Under direction of department director, performs work of considerable difficulty, performing administrative and supervisory work while assisting in the management, planning, and operation of the Department of Real Estate Assessments, and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

- Coordinates the annual real property assessment program
- Supervises and evaluates leadership personnel
- Assists the Assessor in establishing department staffing levels and needs
- Assists the Assessor in hiring, promoting and dismissing department personnel
- Assists the Assessor in formulating department policies and procedures
- Assists the Assessor in developing and preparing annual budget
- Assists the Assessor in monitoring and evaluating department-related legislation
- Coordinates the annual assessment appeal/review program
- Coordinates department's safety/security program
- Coordinates department's Rehabilitation programs
- Coordinates department's EEO/Diversity program
- Coordinates department's Emergency Operations Damage Assessment Program
- Coordinates department's TQI program
- Prepares written correspondence, reports, charts and spreadsheets as needed
- Performs other work as required

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of appraisal methods and techniques; of the legal aspects of real estate; of the theory and practices of real estate assessments; of real estate terminology. Considerable knowledge of management concepts, principles and practices; of personnel policies; of automated systems. Considerable skill in managing various programs and field operations and in directing subordinate staff; in interpreting, explaining and applying state laws, rules, policies and practices; in preparing written correspondence, reports, charts and spreadsheets; in working effectively with local officials, property owners, and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, real estate, or related field and five (5) years progressively responsible experience appraising all classes of real estate, and two (2) years in a leadership capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Residential Evaluator Specialist (RES) or Certified Assessment Evaluator (CAE) and State of Virginia Appraiser License are preferred. Valid Virginia driver's license required.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
